

December 15, 2009

TO: ALL OFFERORS

FROM: SANDRA H. MCKINLEY
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: QUESTIONS AND ANSWERS
CONTRACT NO: GSS10271-PROC-SERV
PROCESS SERVING

1. Why no estimates as to the volume of work?

Answer: Unknown

2. Will be bid committee be made aware there are an average of 1520
free next day courier deliveries.

Answer: Number is in dispute

3. Does the free service include fiscal accounting reports from Kent and Sussex to New Castle from Hune 15-
July 1st?

4. No. 6 page 4 Example: If a contractor has a client who is charged 25.00 per service does this mean the
contractor's bid may not exceed \$ 25.00?

Answer: Yes

5. When is the Performance Bond due?

Answer : Within 20 days after contract award

6.Do you require a business license that specifically references service of process?

Answer: No

7. Since its unclear, must all work, service of process, data entry,bookkeeping,free courier and daily pick-ups
(2) per county etc. be done solely by employees?.

8. What relief is there if monthly statements are paid past the 30 days?

Answer: The Delaware Code allows for interest to be applied to invoices not paid within 30 days.

9. Are you going to do a site inspection?

Answer: Reserve the right to

10. Please explain No. 16 Ownership of Intellectual Property.

Answer: Anything created or developed specially for this contract for the State of Delaware.

11. References must be three of similar value \$ 550,000.00 a year.

Answer: Yes

12. Each Zone is responsible for documents picked-up in one zone but need to be served in another zone...
average 1700 year.

Answer: Is there a question?

13. Since work ceased December, 2007 why is there still mention of daily pickup at DTI. This alone reduced
the volume in New Castle alone by 6000 documents a year.

Answer: Though not in use at this time, DTI will always remain a possible pick-up point.